



*"Experience the Familee Difference"*

# BUYER'S GUIDE

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# ABOUT



As a real estate agent, I strive to provide my clients with a 5-Star experience throughout the process of buying their home. I take the time to get to know each of them, understand their wish list and locate homes tailored to all of their property needs. Developing lasting relationships with my clients is of the utmost importance. And I do that through providing a high level of service that is built on trust and reliability. I take much pride in being the person chosen to guide others through such an important transaction.

I am a California native that has spent nearly my entire life in the Bay Area. I hold a B.S. degree in Finance and have a background in Design, Sales and Marketing. My well-rounded skillset translates to the ability to locate good-value properties and negotiate the purchase on the behalf of my client's best interest.



## INTANGIBLES

- **NEGOTIATING:** Having a thorough understanding of the local market allows me to identify the proper purchase price and keep your costs down.
- **INTEGRITY:** I promise to be honest, ethical, transparent and stand-by a commitment to providing the highest quality of service.
- **SERVICE:** I'll put my experience to work while navigating the complexities of the real estate transaction, making it a seamless experience for you.

# THE FAMIL**EE** DIFFERENCE



## MORE THAN JUST YOUR AGENT

What separates me from other agents is the way I treat my clients - like family. I aim to build more than just a business relationship by taking the time to know you and your family, what your interests are, and learning ways to work together in order to help you successfully achieve your real estate goals.

I treat the client-agent relationship with great integrity, professionalism, and trust. My goal is to help each client achieve the maximum satisfaction with their real estate transaction. This is accomplished through providing a high level of service excellence and delivering the results they desire by meeting or exceeding the goals declared from the outset.

## UNPARALLELED INSIGHT

I decipher industry-wide and local market data to further understand each area's characteristics and trends that relate to property profiles. This knowledge, coupled with my industry experience, creates a winning formula for success when you are looking to purchase a home.

I take the time to research all viable options when finding my clients their perfect home. Whether its scouring through multiple listings or tapping into my network of other local real estate agents, I always do my due diligence to ensure no home is missed.

# MUTUAL COMMITMENTS



## MY COMMITMENT TO YOU:

- First and foremost, I promise to give my all to assist you. You can count on me to be in constant communication, be available to you, and always do the right thing that is in your best interest.
- I will guide you in securing proper financing for your specific needs with the best interest rates and least expensive closing costs.
- I will provide you with regular updates from our custom search of new listings that match your criteria.
- I will arrange a private showing for any home that you wish to see, including new construction and For Sale By Owner (FSBO) properties.
- I will counsel you on the best strategies regarding the offering price, financing terms, interest rate, possession date, inspection timeline, and more.
- I will help you prepare your offer with terms, provisions, and addendums weighed in your favor, with your best interests in mind.
- I will present your offer on your behalf and negotiate in your favor to help you secure the property at the best possible price and terms.
- I will be available for you to answer any questions you might have at any time.

# MUTUAL COMMITMENTS



## YOUR COMMITMENT TO ME:

- Seek mortgage pre-approval prior to viewing properties
- Notify me of any homes you wish to view and inform all other agents, For Sale By Owners (FSBOs), and builders that you are being exclusively represented by Laurence Lee of Familee Realty & Keller Williams. Please keep in mind that many new builders require that I accompany you on the first visit to the property.
- Formulate any offer on property (new or resale) through Laurence Lee
- Inform me if you are dissatisfied with my level of service, communication, or commitment to you at any point of our interactions and provide me with an opportunity to rectify the situation.
- Acknowledge that I am being retained solely as a Real Estate Agent and I am not qualified to provide tax or legal advice. Nor am I a construction consultant on repairs or upgrades of any construction or handyman work.
- Have fun and trust me through the process! You will be glad you chose me to represent you.

# BUYER QUESTIONNAIRE



DATE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

(circle one)

RENT / LEASE / OWN TOTAL MONTHLY HOUSING PAYMENT \$ \_\_\_\_\_

HAVE YOU SPOKEN TO A LENDER? YES / NO LENDER NAME / PHONE \_\_\_\_\_

PRE-APPROVAL AMOUNT \$ \_\_\_\_\_ PRE-APPROVAL DATE \_\_\_\_\_ EQUITY CARRY OVER \$ \_\_\_\_\_

DO YOU HAVE TO SELL OR FULFILL A LEASE TO BUY? YES / NO WHAT IS YOUR TIMEFRAME TO MOVE? \_\_\_\_\_

ARE YOU CURRENTLY WORKING WITH AN AGENT? YES / NO DO YOU HAVE A WRITTEN AGREEMENT? YES / NO

WHERE ARE YOUR PREFERRED AREAS? \_\_\_\_\_

WHY? \_\_\_\_\_

HOW HAVE YOU BEEN SEARCHING FOR HOMES? \_\_\_\_\_

# BUYER QUESTIONNAIRE



TYPE OF PROPERTY:

SINGLE FAMILY: DETACHED / CONDO / TOWNHOUSE

MULTI-UNIT: DUPLEX / 4+ UNITS

PRICE RANGE \_\_\_\_\_ BEDS \_\_\_\_\_ BATHS \_\_\_\_\_ SQFT \_\_\_\_\_

PREFERENCES \_\_\_\_\_

MUST-HAVES \_\_\_\_\_

MUST "NOT" HAVE \_\_\_\_\_

SPECIAL REQUIREMENTS \_\_\_\_\_

# PRE-QUALIFICATION



## BUYER LOAN PRE-QUALIFICATION

The following items are required to start your qualification process for a home loan. The lender of your choice will review your financial documents in order to determine your purchase amount. Below are the items needed to start the loan process:

- \_\_\_ Copy of Driver's License (All borrowers)
- \_\_\_ Social Security Number (All borrowers)
- \_\_\_ Recent Bank Statements (All pages)
- \_\_\_ Recent paychecks, last 30 days (Worker's Comp / Disability / Retirement)
- \_\_\_ Last 2 years of W2's, Tax Returns, and 1040's
- \_\_\_ Any other asset statements (all Mortgage & Insurance statements)



*\*If you would like assistance with finding a lender, please let me know and I can provide you with the contact information of my preferred lending partners that will handle your application and answer any further questions you may have.*

# ESCROW

# of days  
in Escrow

## THE 30 DAY ESCROW PROCESS

- 1. Agent / seller will open escrow once offer is accepted.
- 1/2/3 2. Buyer will deliver deposit check or wire funds to escrow.
- 1 3. Loan officer notified of acceptance & start the loan processing as well as obtaining all paperwork needed.
- 7 4. Appraisal must be ordered through buyer's bank. Average cost \$550-\$650 (paid by buyers).
- 7 5. Listing agent must deliver all disclosures to Buyer's agent.
- 7 6. Buyer's agent must schedule for inspectors to do home inspection typically within the first 7 days of opening escrow. Average cost \$500 - \$700 each (paid by buyers).
- 7 7. Escrow instructions & prelim must be obtained from escrow within 7 days of escrow opening & deliver to seller's & buyer's agents along with a certified copy to the loan broker/lender.
- 7 8. Buyer to obtain homeowner's insurance quote.
- 17 9. Buyer & seller must agree on Request to Repairs within 17 days or time period stated on purchase offer & counter offer.
- 17 10. Buyer's agent must be aware of the 17 & 21 day contingencies
- 11. Buyer's agent to set for final walkthrough 5 days prior to closing, or a day prior to loan document signing.

### AFTER 21 DAYS

- 12. Buyer's agent is to provide the contingency removal form after all contingencies have been fulfilled.
- 13. Escrow will provide the buyers the amount needed to close the transaction. Escrow will set date for loan document signing.
- 14. Funding will occur after a few days of loan document signing.
- 15. Recording of grant deed a day after funding. Keys are now yours!



# LET'S GET STARTED



## ARE YOU READY TO BUY?

Choosing a REALTOR® to partner with in the purchase of your home is an important decision. Choosing me as the REALTOR® to help you buy your home may be your BEST decision. I promise to provide you with a superior level of service and dedication to help you find the perfect home and acquire it at the best possible price .

My ability to piece all of the previously discussed elements together at a high level is what separates me from other agents. I will handle your transaction with the utmost professionalism and care as if it were my own.

I'm happy to discuss any topics that you would like to review that I may not have covered. Or, if you're ready, let's find a home to buy!

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